

USING DOEHRS-HC

Functional Listening Check

- 1 Check the audiometer, headphones and connections for physical damage.
- 2 Open the **CCA-200** software.



DO NOT enter a password in the block provided.

- 3 Click **OK** at the Welcome/Password window.
- 4 On the Audiometer menu, click **Functional Check**.
- 5 Click **Start**, or press the response button to begin the functional check.



If more than one audiometer is in use, a "Select Booth(s) to Start Functional Check" dialogue box appears. Enable desired Booths (audiometers) by clicking the box next to the word Enable. A check mark appears. Then Click All Enabled Booths or start the functional check for each booth individually by pressing the response button for each audiometer from inside the test booth.

- 6 Listen for the pitch, loudness, and quality of the tones. Check for static by moving hands along the cords to inspect for damage or loose connections while listening to the tones. Check for cross talk when the tone returns to the left ear.
- 7 When finished, click **Close**. The functional check is complete.

Daily Calibration Check

- 1 Place the audiometer headphones on the ME 500 or BAS 200 (Acoustic calibrator). The left (blue) headphone goes on the left transducer "ear" and the right (red) headphone goes on the right transducer "ear".
- 2 Unplug the hand switch from the "Response" jack on the ME 500/BAS 200. A steady red light on the ME 500/BAS 200 indicates that all of the equipment is connected properly.
- 3 Open the **CCA-200** Audiometer software and log in by leaving the password blank and clicking **OK**.
- 4 Check the **Daily Calibration** check box, or click Audiometer > Daily Calibration > Set.
- 5 Start the test by clicking the **Run Test** icon; click Audiometer > Start Test; or press F4 to start the calibration test.
- 6 The audiometer will now perform the calibration test. The headphones should automatically respond to the various frequencies. The test should take about a minute to complete once each ear has been tested.

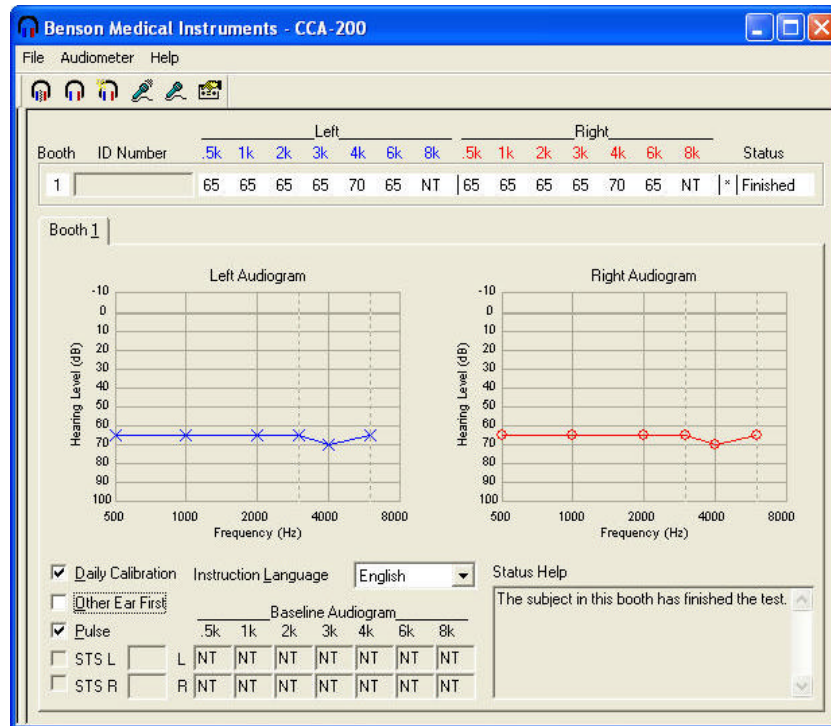


Figure 4-1: Completed Daily Calibration Window

- 7 Click the **Stop Test** icon, or Audiometer > Stop Test, when the final frequency has been tested.
- 8 Open **DOEHRs-HC**, log in, and retrieve the results from the audiometer.
- 9 Assign the listener name, and click OK.
- 10 The daily calibration is complete.

Testing Patients

To perform a DD 2216 hearing test:

- 1 Enter the patient's IDN/SSN in the IDN (SSN) field.
- 2 Press **Enter** on your computer keyboard.



If patient demographics were previously entered, data for the patient populates the fields in the Demographic Data area. If this data auto-populates, the user must still review and edit it, if necessary, to ensure it is current. If no demographic information is available for the patient, enter demographics in the Demographic Data area.

- 3 Complete the following fields in the Audiogram Type area:
 - a. **Exposed to Hazardous Noise**: The default is Yes. *No* should only be selected if the subject is undergoing a Non-Hearing Conservation Test.
 - b. **Test Type**: Select the type of DD 2216 hearing test from the drop-down list.
 - 1) 90-Day
 - 2) Annual

- 3) Termination
- 4) Follow-Up 1
- 5) Follow-Up 2
- 6) Other



If a Reference Audiogram (DD 2215) is not in the database, DOEHRs-HC prompts you to enter reference thresholds or to select another test. If available, enter the subject's reference test date and thresholds then click **Save**. DOEHRs-HC automatically adds an 'M' to each manually entered threshold.



You select 90-Day, Annual, Termination, Follow -Up 1, Follow -Up 2, or Other depending on the type of DD 2216 test you are giving. A Follow -Up 1 test may only be performed if there a positive or negative STS occurred during a preceding periodic test (90-day, Annual, Termination, or Other) AND the results of that test are recorded on the local DOEHRs-HC terminal. A Follow -Up 2 test may only be performed if a positive STS is confirmed by a preceding Follow -up 1 test and the results are recorded in the local DOEHRs-HC terminal. Except for members of the National Guard and Reserve, all Follow-up testing must be performed within 30 days of the preceding periodic test that identified the STS. In the case of the National Guard and Reserve subjects, that interval is extended to 90 days.

- c. **ENT Problem:** Select a response from the drop-down list to identify if the subject has an ear, noise, or throat problem.
- d. **NFHs:** The amount of noise free hours the patient has had prior to the test.
 - 1) DD 2216 Periodic (90-Day, Annual, Termination, or Other):
There is no noise-free hour requirement for conducting periodic hearing conservation tests. The user must, however, enter a value from 0 to 99 in this field.
 - 2) Follow-up: The subject must have experienced 14 hours free from exposure to hazardous noise before a follow-up test can be completed for positive threshold shifts. There is NO requirement for additional noise-free intervals between the Follow-up 1 and Follow-up 2 tests.
- e. **Steady Noise Exposure (TWA – dBA):** Enter the time weighted average (TWA) spent working in hazardous noise (e.g., 85). If the TWA is unknown, leave this field blank.
- f. **Impulse Noise Exposure :** Select the patient's impulse (or peak) noise exposure from the drop-down list. If you do not know, or if the individual does not have exposure to impulse noise, you can leave this field blank.
- g. **HPD Issued:** Indicate, using the drop-down list, if the patient uses any hearing protection devices. If yes is selected, the Hearing Protective Devices window opens allowing you to select the correct HPD. Indicate, if Double HPD is used. If yes, select the type of secondary HPD used.
- h. **Glasses/Goggles Worn:** Indicate the frequency, using the drop-down list, that the patient wears glasses or goggles.

- 4 On the Run Test window, click **Transfer All Booths**.
- 5 Access the **CCA-200** software.
- 6 On the Test menu, click **Start**.
The test begins.



Monitor the hearing test status in the CCA -200 software. When the hearing test is complete, a Keep Busy or Finished prompt appears.

- 7 Access the **DOEHRS-HC** software.
- 8 On the Run Test window, click **Retrieve All Booths** .



During the retrieval process, STS, (RHL), hearing status and hearing profile calculations are applied, as applicable.

At the OSHA Calculations prompt, you need to verify or enter the earliest reference audiogram. Follow the prompts and respond according to a thorough review of data in the patient's medical record. If an OSHA RHL occurred, notification is provided.

- 9 At the HL Data Saved prompt, click **OK**. **Print** the test results.



If referrals are required, the Disposition/Referral window appears. Edit and print the referral.

- 10 On the File menu, point to Clear Tests Results and then click **All Stations** .
The test is complete.

To retrieve patient demographics from the DOEHRs-HC Data Repository (DR):

1. In Run Test Window, enter patient's SSN and hit Enter. If Demographics don't populate:
2. Highlight the SSN, Hit Ctrl-C
3. Hit the **Clear** Button
4. Go to **Data** -> **DR Inquire**
5. Put cursor in IDN window and hit Ctrl-V
6. Hit **Submit**
7. If records are imported, return to the Run Test Window.
8. Put the cursor in the SSN field, hit Ctrl-V, then Return
9. Demographics should populate.
10. Review demographics and make ALL necessary updates/changes.